

Court: _____

Effective Date: _____

CASH FUND DISTRIBUTION SUMMARY

CUSTODIAN: _____

TOTAL FUND: _____

#	Employee's Name	Cash Change Fund Amount Assigned
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
	Total Cash Change Fund	

Instructions: Enter employee names and amounts assigned. Add up the amounts assigned to arrive at the "Total Cash Change Fund" amount and enter the total assigned in the box at the bottom of the form. It should equal the "Total Fund" amount entered in the header. Each time employee name(s) and/or amount(s) are changed and the form is updated, enter a new effective date in the header and print off a copy of the log to keep on file.

Cash Change Fund Distribution: Each court location needing a Cash Change Fund must have a "fund custodian", who is responsible for any shortages or irregularities in accounting for the fund. At locations where there are multiple cashiers, each cashier must have a cash change fund kept with the cash drawer, which remains "intact" and is reconciled during the daily cash count and closeout of the cash drawer. These individual cash change funds are considered part of the total "Cash Change Fund" issued to the court's custodian. The Cash Change Custodian should maintain a log of who has been assigned a portion of the fund.